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ABSTRACT

This workbook is designed to teach students basic library skills and to aid them in the compilation of a bibliography for a research paper. Following an introduction and an explanation of a simple research strategy, there are five sections in the workbook, each with a corresponding worksheet. The first section includes library floor plans and descriptions of various library collections and services, and an annotated list of other libraries on campus (a campus map pinpointing the locations is included). The second section concentrates on encyclopedias, the third on using the card catalog and finding books, the fourth on using periodical indexes and articles, and the final section is on using a newspaper index. A sampling of films available on videocassette, a list of subject research guides available in the library, and a list of library hours are included. (THC)

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LIBRARY WORKBOOK

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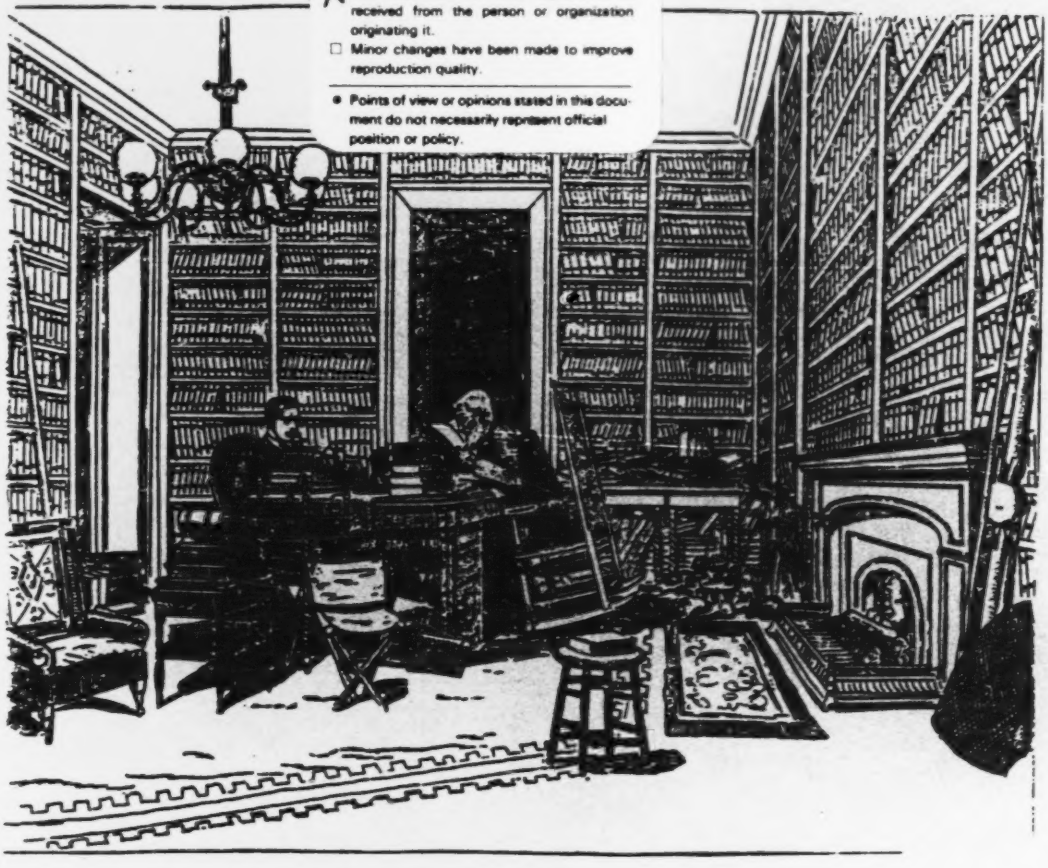

A RESEARCH GUIDE

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Gail Graves
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THE LIBRARY WORKBOOK
A Research Guide

Revised by

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Coordinator of Bibliographic Instruction

And

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Head, Reference Department

Reference Department
J.D. Williams Library

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Revised 1985

Special thanks to Kathryn Clark, Lisa O'Donnell, Sue Smith, Tom Brown, Charlotte Howard, Martha Swan, Lesley Werner, Grey Cole and Laura Harper.

Knowledge is of two kinds.
We know a subject ourselves,
or we know where we can find
information upon it.

Samuel Johnson, 1775

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INTRODUCTION

Finding your way around a library and learning to use its resources may be the most useful, time-saving experience of your college career. The simple fact is that you will need to know how to use the J.D. Williams Library at least as long as you attend the University of Mississippi. This workbook will show you the basics with a minimum of boredom, busywork and bother, and may even make using the Library an enjoyable experience for you.

The workbook has a pathfinder format. This means that the exercises are designed to aid you in the compilation of a bibliography for your research paper. There are five sections in the workbook, with five corresponding worksheets. Following these steps will prove very useful in completing the workbook.

1. Decide on a topic. If you have already been assigned a research topic, that topic can be used to complete the workbook exercises. Use the same topic for all the worksheets.
2. READ each section carefully before attempting to complete the worksheets.
3. After you have finished all five exercises, combine the sources from each worksheet into one listing.

The result will be a very useful bibliography. If you have trouble understanding any part of this book, go to the reference desk for help.

A SIMPLE RESEARCH STRATEGY

Library research is complex and we cannot give you a simple formula and promise that you'll automatically produce a paper. Your paper may change in scope or emphasis, and your perspective may alter. You should expect this to happen, because it means that you are learning and broadening your comprehension. Still, it is important to maintain control of the topic of your paper, and to stay within the limits you and your instructor have set. To help you, we suggest that you follow this simple strategy for doing your research:

1. SELECT A TOPIC. Flip through the Readers' Guide for ideas if necessary.
2. DEFINE THE KEY WORDS OF YOUR TOPIC. Use an unabridged or special subject dictionary to get a standard definition of your subject.
3. GET AN OVERVIEW of your topic in one of the encyclopedias if it is included, so that you'll be familiar with names, dates, places and events that are relevant to your topic. If the encylopedia article gives you an "instant" bibliography, copy some of those books down to help you get started.
4. GET BOOKS: Check the subject card catalog for books on your topic, making sure to use standard subject headings. Check the author/title card catalog for books you may already have come across in the encyclopedia. Be sure to write down all of the bibliographical

information (author, title, place of publication, publisher, date of publication) about each book you use so you will not have to go back and do it again for your bibliography.

5. GET ARTICLES: Use the periodical indexes (in the Reference Room) like the Readers' Guide to lead you to articles on your subject. Look in the periodicals print-out (Reference Room) or on the microfiche readers (Periodicals Desk) to see if this Library has the magazines, journals or newspapers you need. Again, be sure to write down all the information about each article you use.
6. READ, THINK, AND ANALYZE. Your instructor will be working with you on this throughout the semester.
7. ORGANIZE YOUR IDEAS, AND WRITE! Making a simple outline may help you organize your thoughts and information. Good luck!

PART 1

FINDING YOUR WAY AROUND

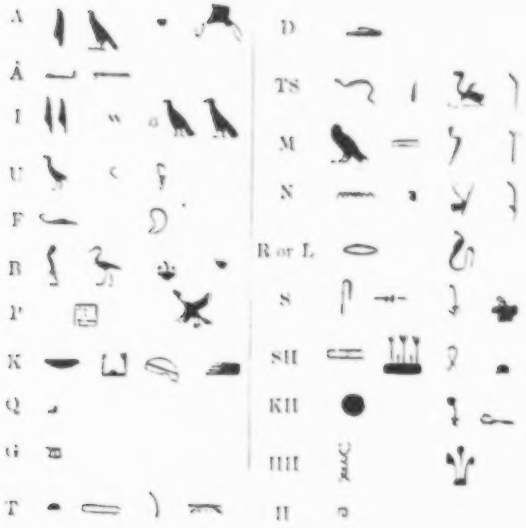
The following pages show maps of the three floors of the J.D. Williams Library. Corresponding to these three main floors are six stack levels. (The words "stack or stacks" simply refer to the areas where the books are actually shelved.) Two stairwells and an elevator, located just beyond the Circulation Desk, serve the stack area. Most of the work you do in the Library will be done on the first, or main floor.

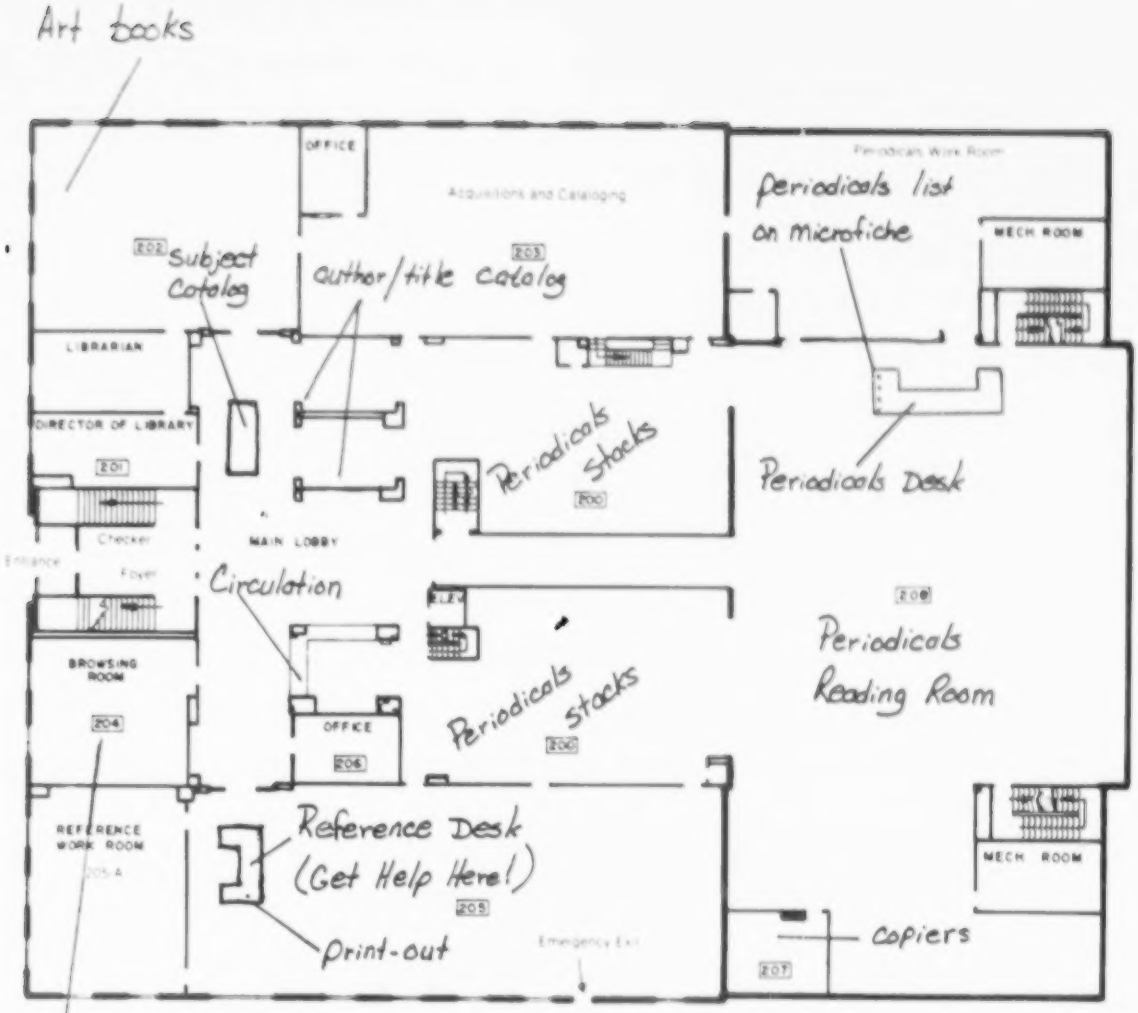
The first floor is where you will find:

1. THE CARD CATALOG. This will be discussed more fully later, but you should know that we have a divided catalog, which means that there is a section of the catalog with only author and title cards, and another section with only subject cards.
2. THE PERIODICALS READING ROOM AND PERIODICAL STACKS. Current issues of many magazines, journals and newspapers are shelved openly in the Periodical Reading Room, near the desk. For example, the latest issue of The Washington Post, People Weekly and the Journal of Accountancy will all be displayed on racks there. Older, hard-bound issues of the most popular journals and magazines are located in the periodical stacks in alphabetical order. Each row is marked with a yellow

number and a list of titles. A photocopying room (10¢ per copy) and a dollar-bill changer are also found in the back of the periodicals reading room.

3. THE REFERENCE ROOM. Located to the right of the front entrance, the Reference Room contains general reference materials such as encyclopedias, dictionaries, atlases, phone directories and almanacs as well as indexes to periodicals articles, such as the Readers' Guide to Periodical Literature. Also in this room is the Reference Desk. The job of the people at the Reference Desk is to answer your questions and help you resolve your research problems. Please do not hesitate to take advantage of their help.




Art books
OFFICE
Acquisitions and Cataloging
Periodicals Work Room
Periodicals list on microfiche
MECH ROOM
202
Subject Catalog
203
author/title catalog
LIBRARIAN
DIRECTOR OF LIBRARY
201
Periodicals Stacks
200
Periodicals Desk
Checker
MAIN LOBBY
Entrance
Foyer
Circulation
208
Periodicals Reading Room
BROWSING ROOM
204
OFFICE
206
Periodicals Stacks
200
REFERENCE WORK ROOM
205A
Reference Desk (Get Help Here!)
205
MECH ROOM
print-out
Emergency Exit
copiers
207
Smoking Area

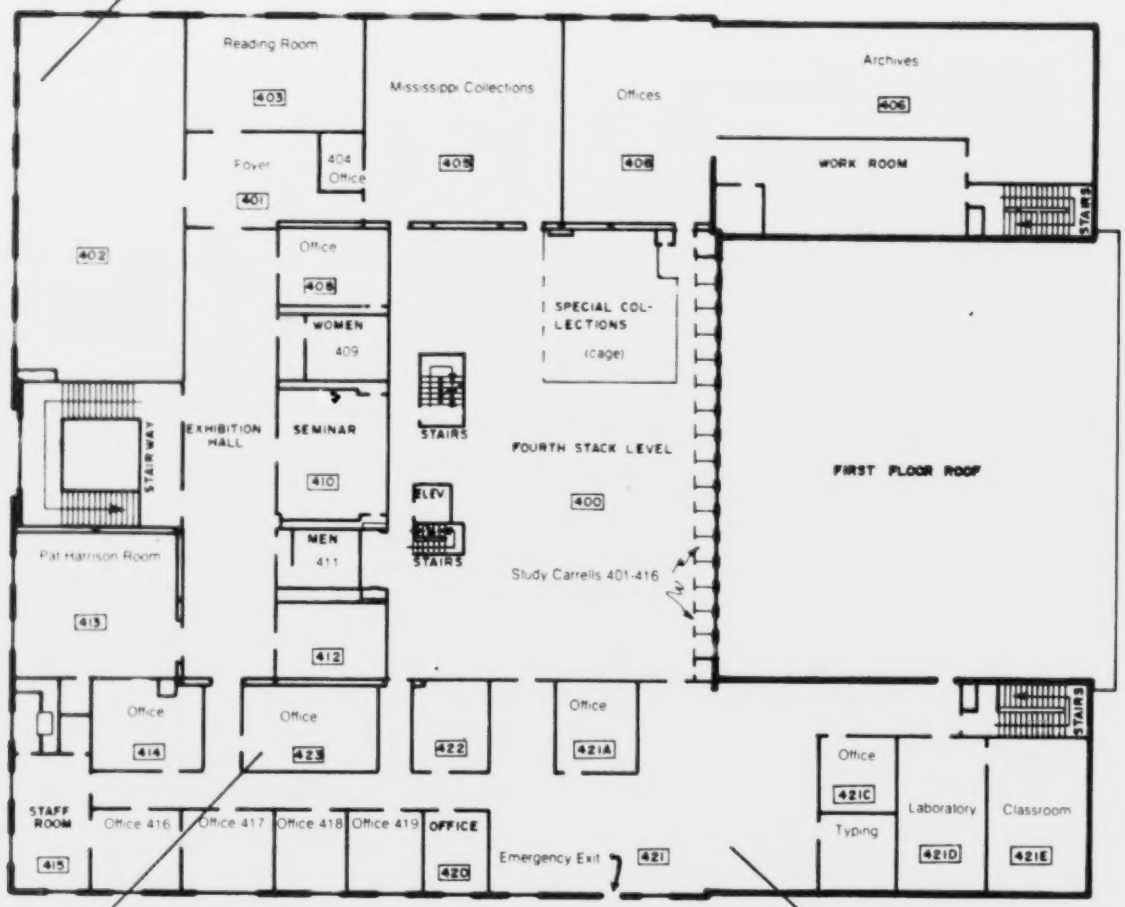
First Floor

On the second floor you will find:

1. ARCHIVES AND SPECIAL COLLECTIONS. Here we have a permanent exhibit on William Faulkner, including his Nobel Prize, and works and papers by and about many Mississippians. Mississippi state documents are kept here, as well as old Ole Miss annuals, and University records. Archives and Special Collections has limited hours, so if you need to use it, plan ahead.
2. THE HONORS STUDY. This is a special study area available to students in the Honors Program.
3. The LIBRARY SCIENCE COLLECTION
4. RESTROOMS

In the name of the Father and of
the Son & of the holy Ghost. Amen.
Our Father which art in Hea
ven. hallowed be thy Name.
Thy Kingdome come. Thy will be
done in Earth as it is in Heaven.
Give us this day our daily bre
And forgive us our trespasses as w
forgive them that trespass against
us and lead us not into tempta
tion But deliver us from evil.

Archives And Special Collections



Second Floor

Honors Study

Library Science Collection

The basement of the Library has:

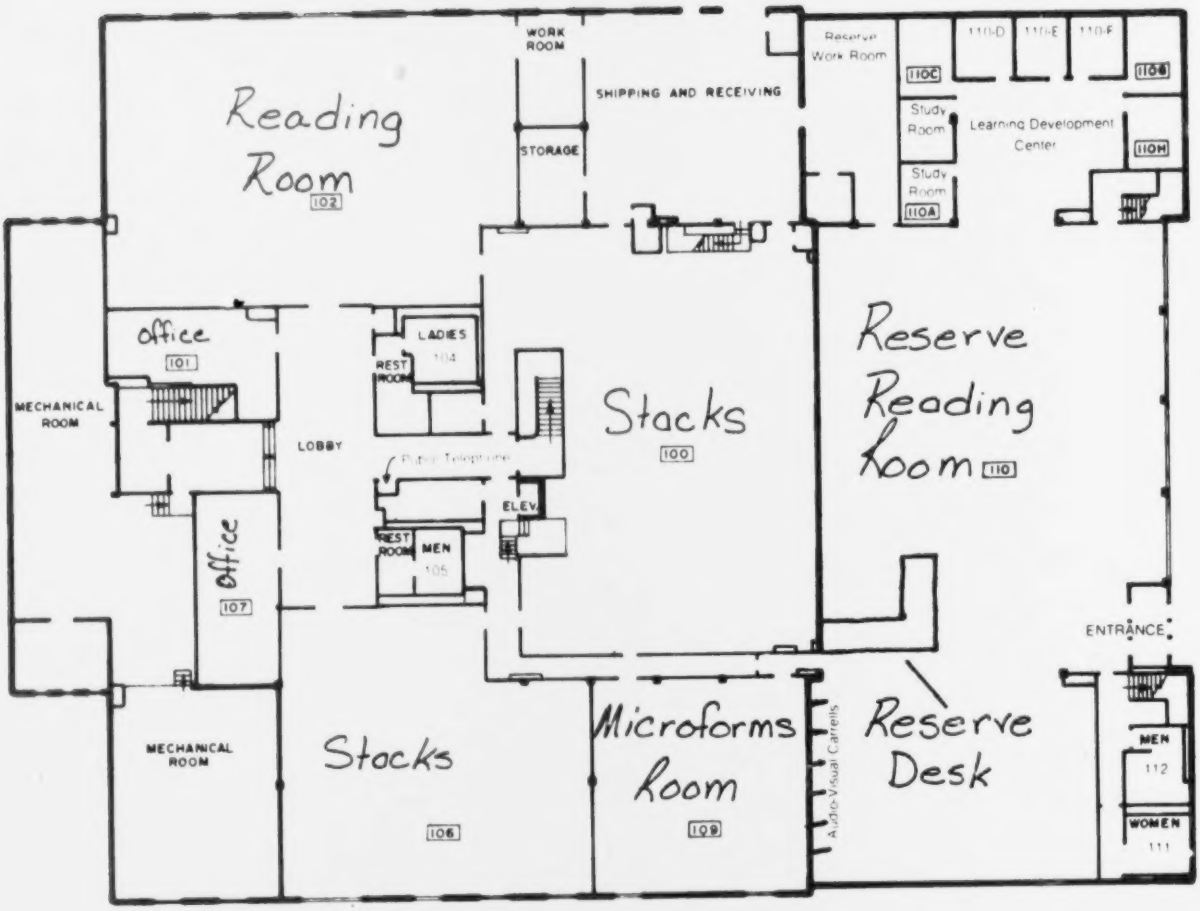
1. RESERVE READING ROOM. This is a large study area that generally opens earlier and closes later than the rest of the Library. (See page 21) Audio-visual materials are kept at the Reserve Desk, as well as papers and articles on file at the request of instructors for various courses. Slide viewing equipment, cassette recorders and video equipment are available for use in the Library. There is a color-coded catalog of all the audio-visual materials in the Library. (See page 55 for a list of some popular films we have on videocassette.) Bring your I.D. to use Reserve materials.

2. LEARNING DEVELOPMENT CENTER. Tutoring is available here. Walk in or call 232-7116.

3. MICROFORMS ROOM. This is on the left just beyond the Reserve Desk, and houses many magazines, journals and newspapers on microfilm or other microforms. Reader/ printers are available for copying directly from the page at 10¢ per copy. Student assistants at the Reserve Desk will help you find the microfilm you need and show you how to operate the machines. Current catalogs from other colleges are also here on microfiche. NewsBank (see page 52) is also here.

4. READING ROOM

5. PUBLIC TELEPHONES AND RESTROOMS


Reading Room
102
WORK ROOM
SHIPPING AND RECEIVING
STORAGE
Reserve Work Room
110C
110D
110E
110F
110B
Study Room
110A
Learning Development Center
110H
Reserve Reading Room
110
office
101
MECHANICAL ROOM
LOBBY
LADIES REST ROOM
104
Stacks
100
Public Telephone
ELEV.
MEN REST ROOM
105
office
107
ENTRANCE
MECHANICAL ROOM
Stacks
106
Microforms Room
109
Audio-Visual Carrels
Reserve Desk
MEN
112
WOMEN
111

Basement

OTHER LIBRARIES ON CAMPUS

BLUES ARCHIVE (Farley Hall)

The Blues Archive houses the Living Blues, B. B. King and Goldstein Collections. Included are books, periodicals, sound recordings, photographs and posters pertaining to blues.

CHEMISTRY LIBRARY (Coulter Hall)

This library, located in Coulter Hall, contains books and journals related to chemistry.

COMMUNICATION AND RESOURCE CENTER (Bishop Hall)

Films are located here. The center has facilities for class viewing of films, media reproduction and video-taped productions.

EDUCATION LIBRARY (School of Education)

The Education Library contains books and curriculum materials on elementary and secondary education and higher education. In addition, the children's literature collection is housed here.

GOVERNMENT DOCUMENTS LIBRARY

Our library has been a depository for U. S. government publications since 1883. Documents in the form of government reports, periodicals, census data, statistics and congressional transactions, are housed here. Most of these are not represented by cards in the main library's card catalog. Many government documents may be valuable for your freshman papers--for instance, the latest government report on the effects of marijuana on health--so it may be a good

idea to ask about your topic at the Documents Desk. The Government Documents Library has restricted hours, so check ahead of time to be sure it will be open.

LAW LIBRARY (Law Center)

Located in the Law Center, this library contains: the state reports, statues, and finding aids of all fifty states; a complete federal law library; subscriptions to legal and law related materials; a collection of texts on all areas of law; and selected government depository items.

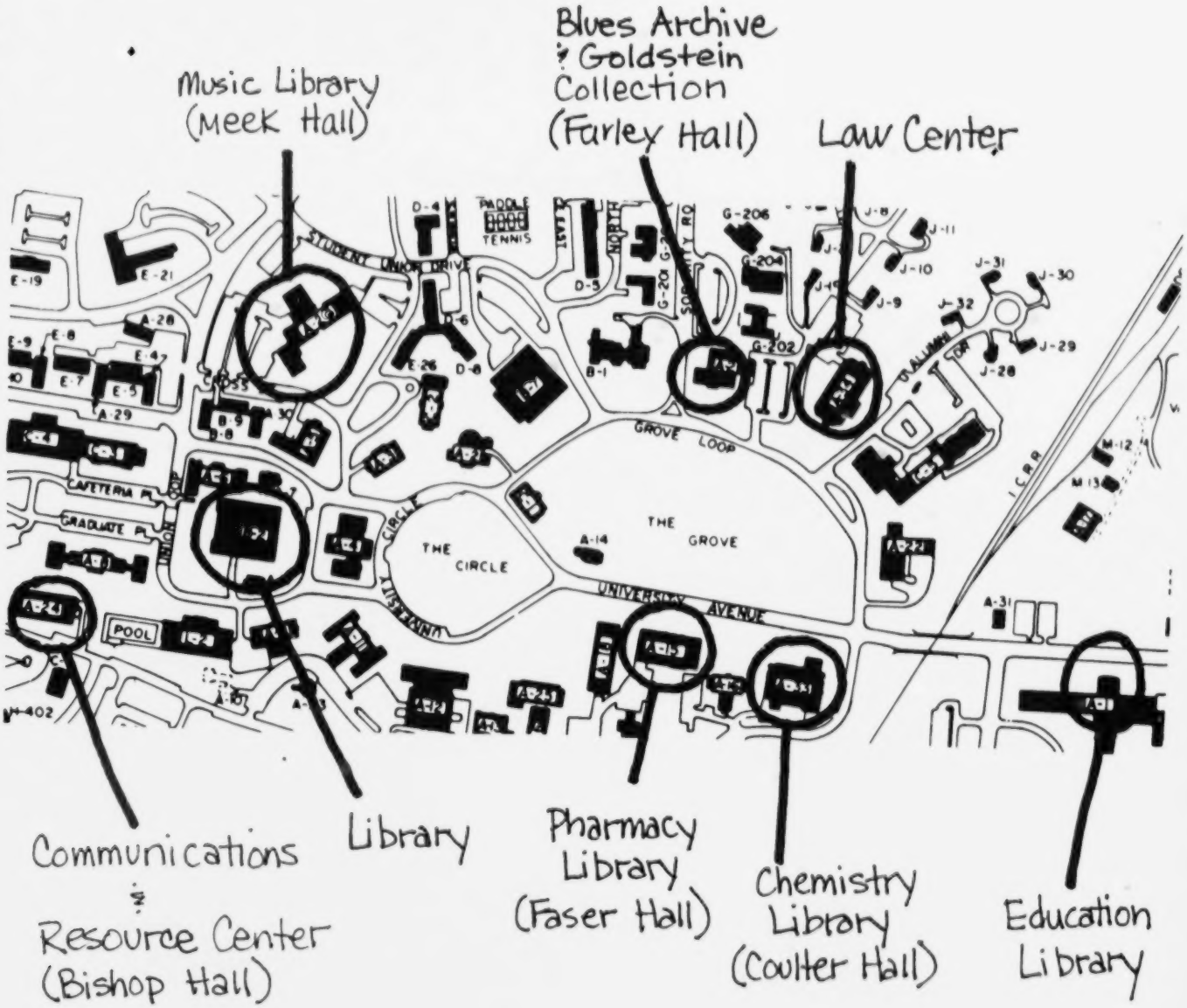
MUSIC LIBRARY (Meek Hall)

The Music Library contains musical scores, sound recordings and books. Listening facilities are available.

PHARMACY LIBRARY (Faser Hall)

The Austin A. Dodge Pharmacy Library is located in the Pharmacy Building (Room 215A, Faser Hall) and contains materials in the following areas: pharmacy, chemistry, sociology, and medicine.

Other Campus Libraries



WORKSHEET #1

FINDING YOUR WAY AROUND

1. To find books about your subject you should use the:

   ____ (a.) author/title catalog

   ____ (b.) subject catalog

2. If you need U.S. census data or governmental reports for your paper, this information can be found in the _____ _____library.

3. An interesting article appeared in last week's Newsweek. A copy of the article can be obtained from the _____ _____ department of the library.

4. You should go to the _____ in the library for an interview of Kurt Vonnegut on audio cassette.

5. Materials needed to study the history of the university can be found in _____ _____.

PART 2

BEGINNING RESEARCH: ENCYCLOPEDIAS

During this semester you will probably be writing short, documented essays on a variety of subjects. Even if, as Dr. Johnson says, "We know a subject ourselves ...," a documented research paper must contain information from other sources, such as books and periodicals. These additional sources will be acknowledged in the footnotes of your paper, and in the bibliography. How do you begin to find information on a certain subject?

A good place to begin is with encyclopedias. We suggest this for two reasons:

1. An encyclopedia will give you an overview of your subject. Even if you know something about the topic, you may not be aware of the dates of certain events or of important names and places.

2. An encyclopedia will often give you an "instant" bibliography; that is, at the end of many encyclopedia articles there will be a brief list of the best books to read for further information on your subject. Then you simply need to check the author/title card catalog for those books.

There are many encyclopedias available, but three we recommend are:

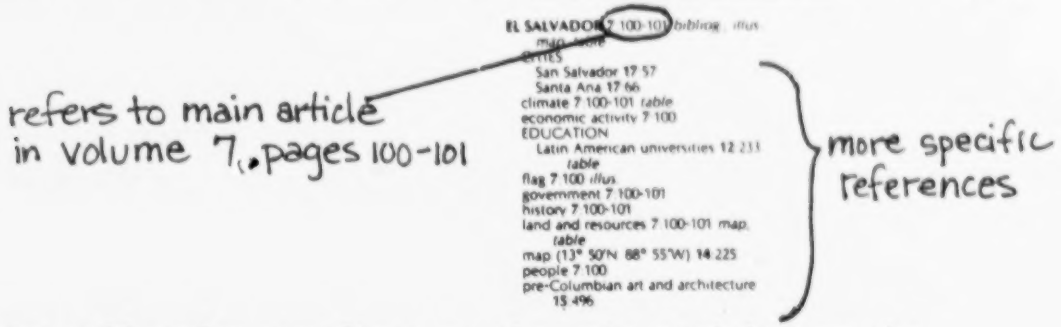
The Encyclopedia Americana

The Academic American Encyclopedia

The Encyclopedia Britannica

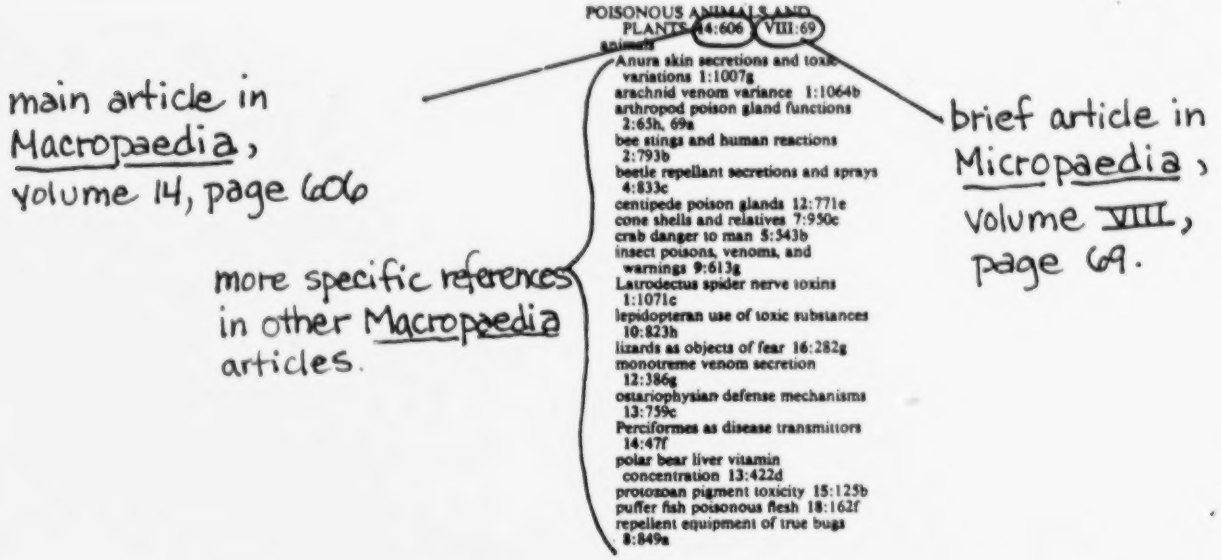
These are shelved along the wall toward the rear of the Reference Room.

The first two encyclopedias should be used this way: Look up your subject in the last volume, which contains the index. (It's always a good idea to start with the index.) Here's what the index in the last volume of the Academic American looks like:



The index will refer you first to the main articles on the subject, then to more specific references.

The Britannica works a little differently and is divided into four parts. Use the fat, green Library Guide volume as the index to look up your subject, and you will find references to either the blue Micropaedia volumes (with Roman numerals) or the brown Macropaedia volumes (with regular numbers). This example is from the Britannica Library Guide:


POISONOUS ANIMALS AND PLANTS 14:606 VIII:69
animals
Anura skin secretions and toxic variations 1:1007g
arachnid venom variance 1:1064b
arthropod poison gland functions 2:65h, 69a
bee stings and human reactions 2:793b
beetle repellant secretions and sprays 4:833c
centipede poison glands 12:771e
cone shells and relatives 7:950c
crab danger to man 5:543b
insect poisons, venoms, and warnings 9:613g
Latrodectus spider nerve toxins 1:1071c
lepidopteran use of toxic substances 10:823h
lizards as objects of fear 16:282g
monotreme venom secretion 12:386g
ostariophysian defense mechanisms 13:759c
Perciformes as disease transmittors 14:47f
polar bear liver vitamin concentration 13:422d
protozoan pigment toxicity 15:125b
puffer fish poisonous flesh 18:162f
repellent equipment of true bugs 8:849a
main article in Macropaedia, volume 14, page 606
more specific references in other Macropaedia articles.
brief article in Micropaedia, volume VIII, page 69.

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A Micropaedia article will be brief, and will provide you with more specific references. A Macropaedia article will be longer, and will be signed with the author's abbreviated name. You will need the full name of the author for the bibliography in your paper, so take the black volume (called the Propaedia), and look in the back at the list of abbreviations. (Some encyclopedia articles are not signed, and your instructor will discuss the proper footnote or bibliographic entry.)

There are also many SUBJECT ENCYCLOPEDIAS in the Reference Room. These only have articles in one subject area. A few subject encyclopedias are:

New Grove Dictionary of Music and Musicians (ML/100/N48)

McGraw-Hill Encyclopedia of Science and Technology (Q/121/M3)

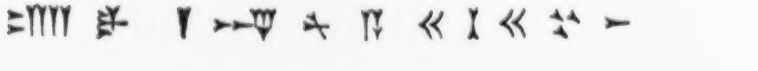
International Encyclopedia of the Social Sciences (H/41/I5)

Encyclopedia of Banking and Finance (HG/151/M8)

Encyclopedia of Southern History (F/207.7/E52)

These may help when general encyclopedias do not.

Sometimes you will find that the encyclopedias do not have any information or articles on your topic, especially if you happen to be writing about something or someone very new or current. In those cases, you will usually have to rely upon articles in newspapers and magazines, which will be discussed later.



WORKSHEET #2

ENCYCLOPEDIAS

LIST YOUR TOPIC _____

_____

Using an unabridged or special subject dictionary, define the key word(s) of your topic. _____

_____

_____ _____

What dictionary did you use? _____

_____

1. Look up your subject in the index volume of one of the general encyclopedias. If the subject is listed fill in the following spaces.

   Encyclopedia title _____

   Subject heading(s) used _____

   _____

2. Volume and page numbers to which the index referred you:

   Volume _____ Page(s) _____

3. Turn to the encyclopedia article. List two sources given in the bibliography at the end of the encyclopedia article.

   (a.) Author _____

   Title _____

   (b.) Author _____

   Title _____

4. Can this subject be found in the index volume of a subject encyclopedia? If so, which subject encyclopedia?

   Encyclopedia title _____

   _____

   Volume _____ Page(s) _____

5. List one source found in the bibliography at the end of the encyclopedia article.

Author_____

Title _____

PART 3

FINDING BOOKS AND USING THE CARD CATALOG

Now that you have used an encyclopedia to get an overview of your subject and to get an "instant" bibliography from the article, how do you locate those books in the Library?

As you probably know, you will go to the card catalog, located to the left inside the main entrance of the Library.

Using the card catalog is often the most confusing and frustrating part of learning to use a library. It is sometimes difficult even for librarians because there are many quirks and rules that would be difficult to explain here. It is important, however, that you remember these very basic rules when using the catalog:

1. Cards are filed in the author/title catalog and in the subject catalog alphabetically, word-by-word, "nothing-coming-before-something". (Example: "bird nest" comes before "birdbrain".)

2. Ignore the words "and", "a", and "the" if they happen to come at the beginning of a title. (Example: Look for The Scarlet Letter under Scarlet Letter.)

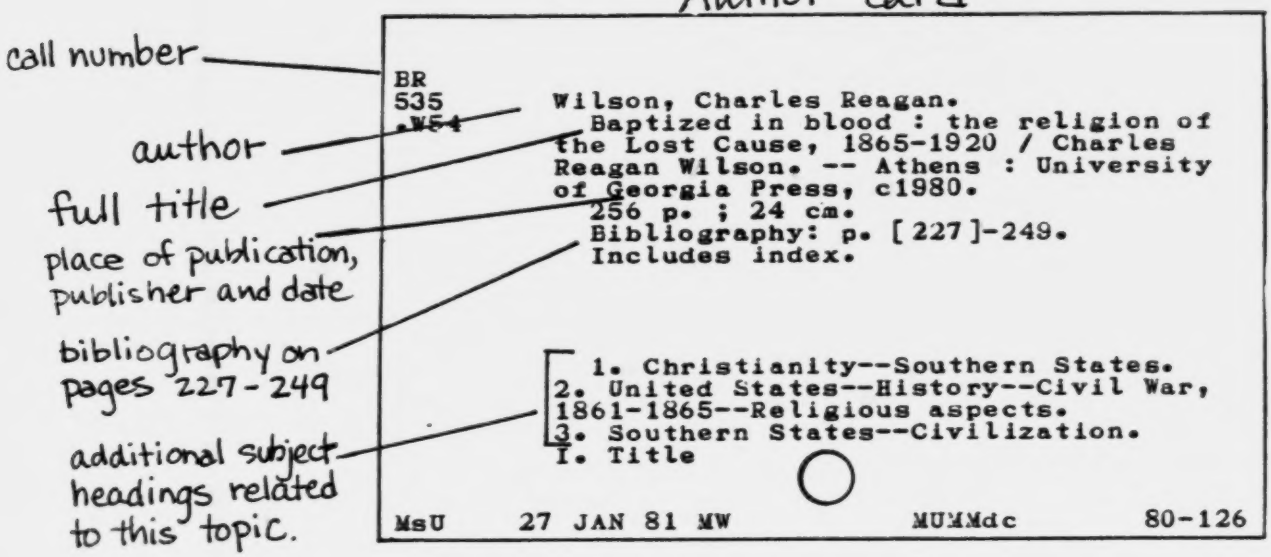
3. If a title begins with a number that is not spelled-out, the card will be filed in numerical order in the very first drawer, before the alphabetical cards begin. (Example: 101 Best Jazz Albums would come before 110 in the Shade in drawer #1 of the author/title catalog.)

4. An author can be a person, corporation, society, government agency, etc. The author/title catalog can also include joint authors, editors, or translators.

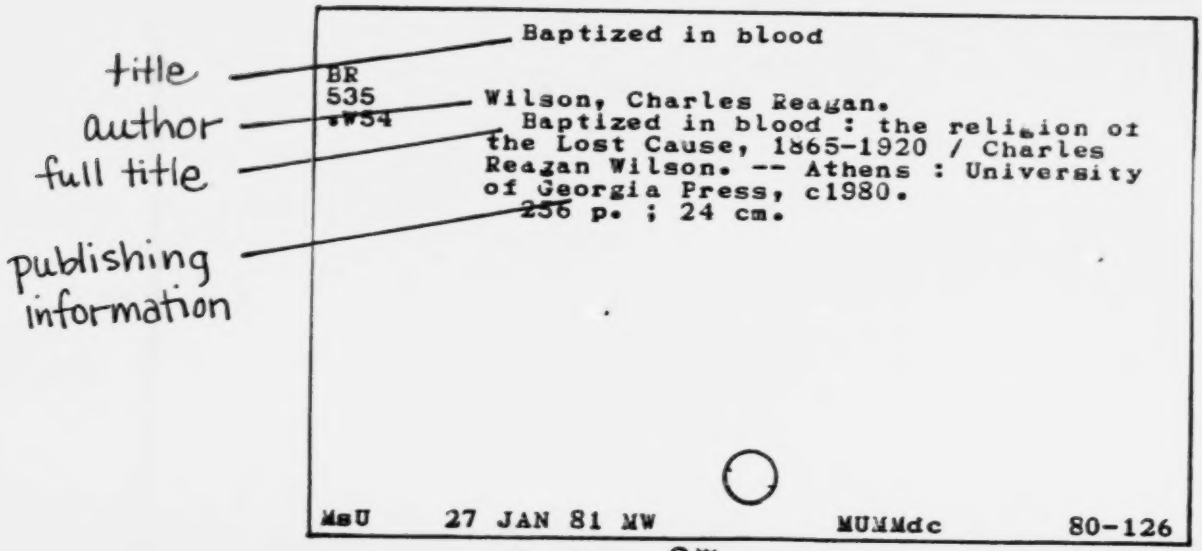
If you already have found some book titles or authors from the encyclopedia, you can go directly to the author/title card catalog and look to see if this library owns those books.

Cards from the author/title catalog look like this:

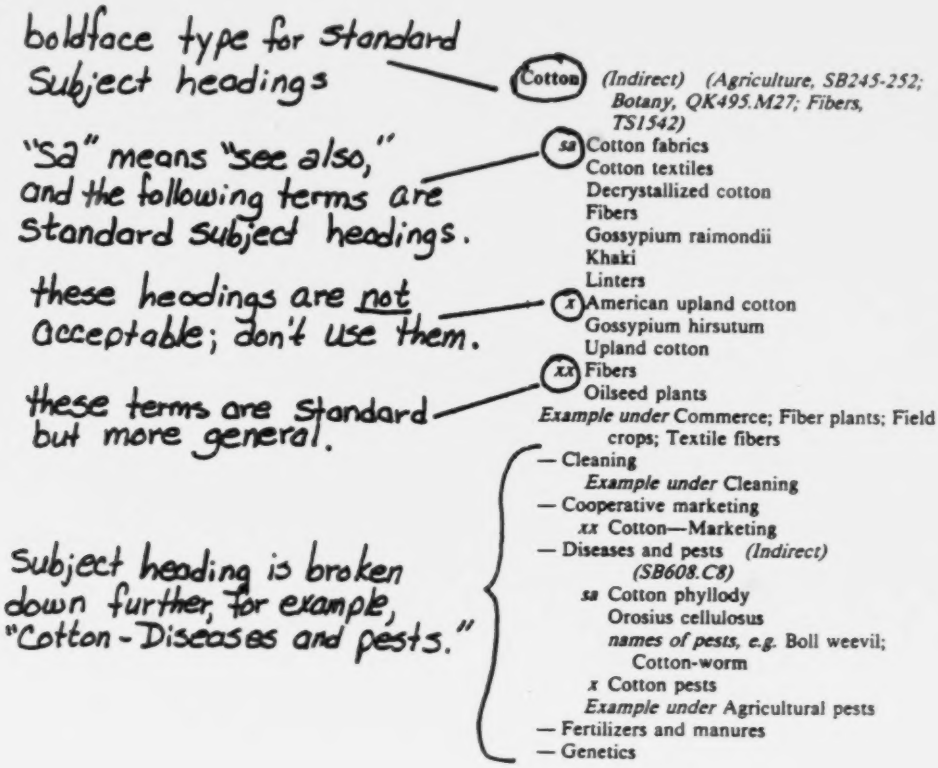
Author card


call number
author
full title
place of publication, publisher and date
bibliography on pages 227-249
additional subject headings related to this topic.
BR
535
.W54
Wilson, Charles Reagan.
Baptized in blood : the religion of the Lost Cause, 1865-1920 / Charles Reagan Wilson. -- Athens : University of Georgia Press, c1980.
256 p. ; 24 cm.
Bibliography: p. [227]-249.
Includes index.
1. Christianity--Southern States.
2. United States--History--Civil War, 1861-1865--Religious aspects.
3. Southern States--Civilization.
I. Title
MsU 27 JAN 81 MW MUMMdc 80-126

Title card


title
author
full title
publishing information
Baptized in blood
BR
535
.W54
Wilson, Charles Reagan.
Baptized in blood : the religion of the Lost Cause, 1865-1920 / Charles Reagan Wilson. -- Athens : University of Georgia Press, c1980.
256 p. ; 24 cm.
MsU 27 JAN 81 MW MUMMdc 80-126

Often when using the subject catalog, you may be unable to find cards on your subject, even if it happens to be an obvious or important topic. This does not necessarily mean that our library does not own any books on the subject; it may simply mean that you have not looked under the standard subject heading. This is because librarians at the Library of Congress decide on the standard terms, and they don't always think like the rest of us. If you do become stuck for an effective subject heading, go to the Library of Congress Subject Headings. These are two red volumes on a stand near the subject catalog. Listed there will be standard subject headings, and also ones that are not used. Here's an example:


boldface type for standard subject headings
"Sa" means "see also," and the following terms are standard subject headings.
these headings are not acceptable; don't use them.
these terms are standard but more general.
subject heading is broken down further, for example, "Cotton - Diseases and pests."
Cotton (Indirect) (Agriculture, SB245-252; Botany, QK495.M27; Fibers, TS1542)
sa Cotton fabrics
Cotton textiles
Decrystallized cotton
Fibers
Gossypium raimondii
Khaki
Linters
x American upland cotton
Gossypium hirsutum
Upland cotton
xx Fibers
Oilseed plants
Example under Commerce; Fiber plants; Field crops; Textile fibers
— Cleaning
Example under Cleaning
— Cooperative marketing
xx Cotton—Marketing
— Diseases and pests (Indirect) (SB608.C8)
sa Cotton phyllody
Orosius cellulosus
names of pests, e.g. Boll weevil; Cotton-worm
x Cotton pests
Example under Agricultural pests
— Fertilizers and manures
— Genetics

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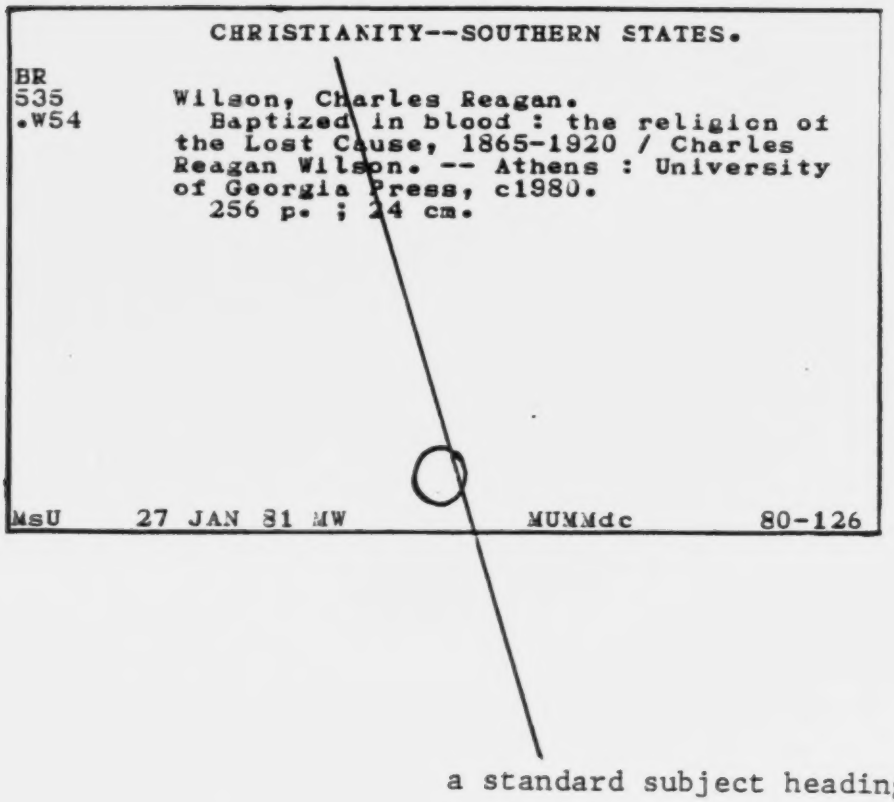
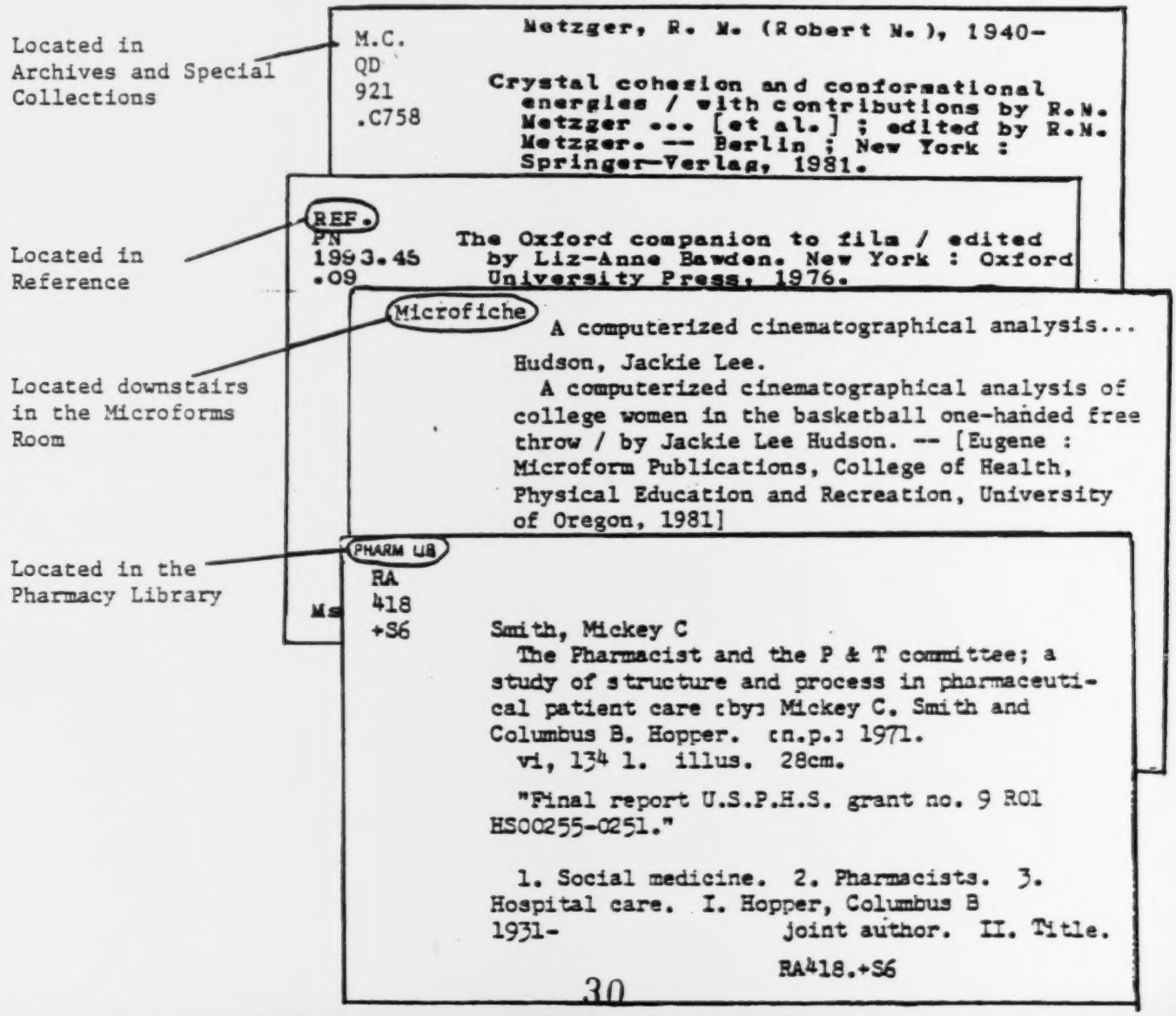
If you have not found any useful books listed in the encyclopedia, you should go directly to the subject card catalog and look up your topic. A subject card looks like this.

SUBJECT CARD



a standard subject heading

In the upper left hand corner of each card is the call number. The Library of Congress classification system is used in most college and university libraries, and differs from the Dewey Decimal System which you probably used in school and in the public library. Sometimes you will see a location given above the call number; it is not a part of the call number, but simply tells you that the book is in a special part of the library (for instance, "REF"=Reference Room) or is in another campus library. An example is given below.


Located in Archives and Special Collections
M.C.
QD
921
.C758
Metzger, R. M. (Robert M.), 1940-
Crystal cohesion and conformational energies / with contributions by R.M. Metzger ... [et al.] ; edited by R.M. Metzger. -- Berlin ; New York : Springer-Verlag, 1981.
Located in Reference
REF.
PN
1993.45
.09
The Oxford companion to film / edited by Liz-Anne Bawden. New York : Oxford University Press, 1976.
Located downstairs in the Microforms Room
Microfiche
A computerized cinematographical analysis...
Hudson, Jackie Lee.
A computerized cinematographical analysis of college women in the basketball one-handed free throw / by Jackie Lee Hudson. -- [Eugene : Microform Publications, College of Health, Physical Education and Recreation, University of Oregon, 1981]
Located in the Pharmacy Library
PHARM LIB
RA
418
.S6
Smith, Mickey C
The Pharmacist and the P & T committee; a study of structure and process in pharmaceutical patient care [by] Mickey C. Smith and Columbus B. Hopper. [n.p.] 1971.
vi, 134 l. illus. 28cm.
"Final report U.S.P.H.S. grant no. 9 R01 HS00255-0251."
1. Social medicine. 2. Pharmacists. 3. Hospital care. I. Hopper, Columbus B 1931- joint author. II. Title.
RA418.+S6

Write down the call numbers for the books you are interested in seeing, and head for the stacks. The stairway and an elevator are just beyond the Circulation Desk, and a black chart posted there will tell you which stack level to go to:

LIBRARY OF CONGRESS CLASSIFICATION

Class Letter	Subject Content	Stack Level
A	General Works	6
B	Philosophy, Psychology, Ethics, Religion	6
C	History: Antiquities, Heraldry	4
D	History: General, Old World, Europe, Africa, Asia	4
E—F	History: America	4
G—GT	Geography, Anthropology, Folklore	6
GV	Physical Education, Sports	6
H—HJ	Social Sciences: Economics, Business	5
HM—HX	Social Sciences: Sociology	5
J	Political Science	5
K	Law	3
L	Education	5
M	Music	2 & 4
N	Fine Arts	2
P	Philology, Speech, Literature	3
PR	English Literature	3
PS	American Literature	3
Q	Science	6
R	Medicine	6
S	Agriculture	6
T	Technology: Engineering, Textiles	6
U—V	Military and Naval Science	6
Z	Bibliography and Library Science	4

NOTE: The books in this Library are arranged on the shelves according to the Library of Congress Classification, as outlined above. Each Class is identified by a letter of the alphabet, subclass by a numerical notation. *There is no separate classification for either fiction or biography.*

Once in the stacks, the white guide cards high on the ends of the bookshelves indicate the range of call numbers.

You may find other books relevant to your research simply by browsing. If the books you want are not on the shelves, they are probably checked out. (You should always ask at the Circulation Desk if you cannot find a book.) If you should find that you are not interested in the books you have found, please do not reshelve them, but leave them on the tables provided throughout the stacks.

To check books out, you must show your I.D. at the Circulation Desk and fill out a yellow card like the one below for each book you want to take.

9

CALL NUMBER	DATE DUE
PS	
3505	
.H3224	
Z85	

(Please print or write legibly)

Author Speir, Jerry

Title Raymond Chandler: A Biography

SHOW IDENTIFICATION

Name E. K. Torrey

I.D. 93247

Mailing Address P.O. Box 5430

UNIVERSITY OF MISSISSIPPI LIBRARY

Stu.	Fac.	Staff	Other	
✓				

WORKSHEET #3

FINDING BOOKS AND USING THE CARD CATALOG

LIST YOUR TOPIC_____

_____

1. Use the Library of Congress Subject Headings. What subject heading should you use for your topic?

   _____

2. Look up the subject heading(s) in the subject card catalog. List two books that are listed under this subject(s).

   Author_____

   Title _____

   Call Number _____

   Author_____

   Title_____

   Call Number_____

3. Using the author/title catalog. Check to see if the library owns the sources you found in the encyclopedia bibliographies (page 33).

   Author_____

   Title _____

   Call Number _____

   Author _____

   Title _____

   Call Number _____

   Author _____

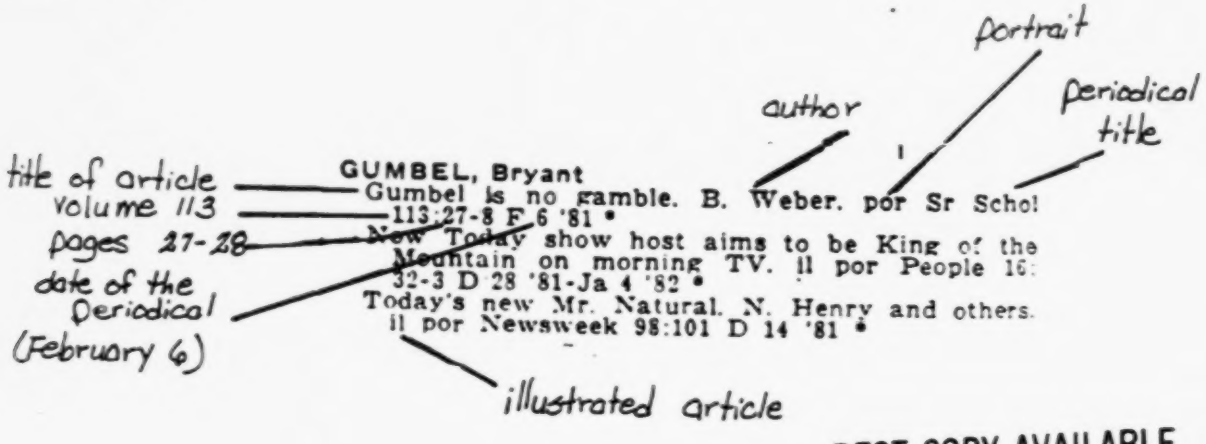
   Title _____

   Call Number _____

PART 4
FINDING PERIODICAL ARTICLES AND USING THE PERIODICAL INDEXES

At this point, you probably have located at least a few books on your subject. Don't forget to check the bibliographies and footnotes in these books because they may contain references to other sources that might be of use to you. Your instructor may have required you to include a certain number of magazines, journals or newspaper articles as sources for your paper. Periodical articles have the advantage of being more current, shorter, and more likely to be available, because they cannot be checked out. How do you find these periodical articles?

In the Reference Room (just to the right of the main entrance), there are many <u>periodical indexes</u>. These indexes give you information that makes it easy to find articles from scholarly journals, popular magazines, and newspapers. To use most of the indexes, you simply look up your subject and you will see a list of periodical articles on that subject, with the title, author's name, volume, page number and date of the magazine given there. Indexes differ from one another slightly, but basically the citations for articles will look like this one:


portrait
author
periodical title
title of article
volume 113
pages 27-28
date of the periodical (February 6)
GUMBEL, Bryant
Gumbel is no gamble. B. Weber. por Sr Schol
113:27-8 F 6 '81 •
New Today show host aims to be King of the Mountain on morning TV. il por People 16:
32-3 D 28 '81-Ja 4 '82 •
Today's new Mr. Natural. N. Henry and others.
il por Newsweek 98:101 D 14 '81 •
illustrated article

BEST COPY AVAILABLE

In your freshman year, you probably will need to use only the Readers' Guide to Periodical Literature and the Magazine Index. These are both located near the Reference Desk. The Readers' Guide goes back all the way to 1890, so it is a good place to look for articles on past events in any given year. Magazine Index is an easy-to-use machine that indexes articles from about the past five years.

You might find that these two general periodical indexes do not have the citations to specialized articles you need. If that is the case, try one of the following subject indexes:

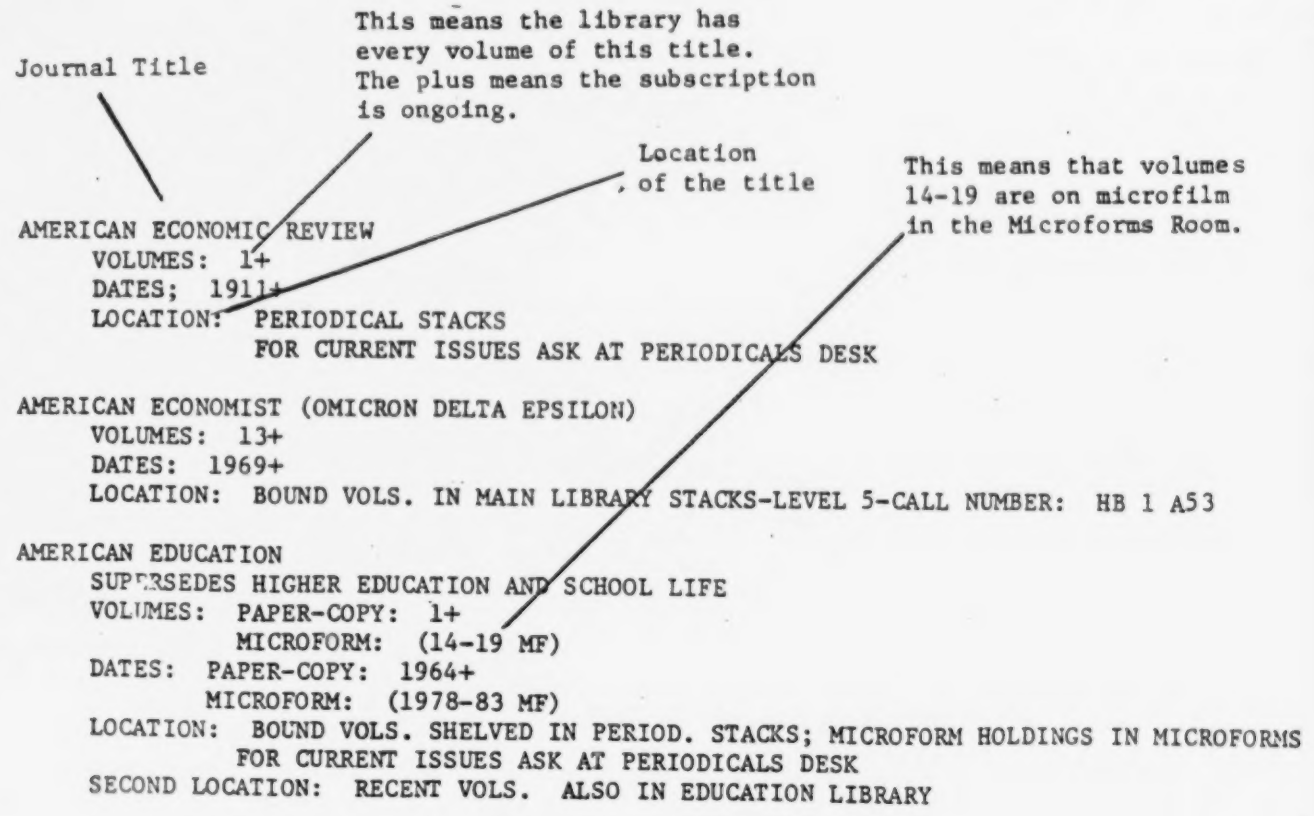
1. Humanities Indexes. Located on table 2. Indexes scholarly periodicals in history, literature, music, etc.
2. Social Science Index. Located on table 2. Indexes scholarly periodicals in psychology, sociology, political science, etc.
3. General Science Index. Located on table 20. Indexes general scientific periodicals.

There are even more subject-specific indexes than these, such as Art Index, Business Periodicals Index, Education Index, etc. Ask about these at the Reference Desk. All of these indexes are arranged just like the Readers' Guide.

Once you have made a list of all the citations in an index that interested you, how do you get your hands on the actual articles so you can read them?

At the Reference Room Desk there is a computer print-out in two volumes. This is a list of all the periodicals this library owns.

The identical information exists on four microfiche readers at the Periodicals Desk. To find the articles you need, go to either the print-out in the Reference Room or the microfiche readers at the Periodicals Desk and look for the title of each periodical you want. You'll see something like this:


Journal Title
This means the library has every volume of this title. The plus means the subscription is ongoing.
Location of the title
This means that volumes 14-19 are on microfilm in the Microforms Room.
AMERICAN ECONOMIC REVIEW
VOLUMES: 1+
DATES; 1911+
LOCATION: PERIODICAL STACKS
FOR CURRENT ISSUES ASK AT PERIODICALS DESK
AMERICAN ECONOMIST (OMICRON DELTA EPSILON)
VOLUMES: 13+
DATES: 1969+
LOCATION: BOUND VOLS. IN MAIN LIBRARY STACKS-LEVEL 5-CALL NUMBER: HB 1 A53
AMERICAN EDUCATION
SUPERSEDES HIGHER EDUCATION AND SCHOOL LIFE
VOLUMES: PAPER-COPY: 1+
MICROFORM: (14-19 MF)
DATES: PAPER-COPY: 1964+
MICROFORM: (1978-83 MF)
LOCATION: BOUND VOLS. SHELVED IN PERIOD. STACKS; MICROFORM HOLDINGS IN MICROFORMS
FOR CURRENT ISSUES ASK AT PERIODICALS DESK
SECOND LOCATION: RECENT VOLS. ALSO IN EDUCATION LIBRARY

The information in the print-out or on the microfiche tells you whether we subscribe to a particular periodical, whether or not we have the volume number or particular issue you need, and where the periodical is physically located. Periodicals can be in any of the following locations:

1. <u>The Periodical Stacks</u>. The area of the main floor of

the Library where bound periodicals are simply shelved in alphabetical order.

2. THE BOOK STACKS. Many bound periodicals have been given call numbers and are shelved with the books.

3. THE MICROFORMS ROOM. Many periodicals are also on microfilm, especially newspapers.

4. OTHER CAMPUS LIBRARIES.

Most recent issues -- generally for the last year -- must be requested at the Periodicals Desk. Check at the Periodicals Desk also if you don't find a title listed in the periodicals list, or if you have any difficulty locating a volume.

You should already be familiar with where all the above areas are in the Library, but most of the periodicals you will need for your assignments this year will be either in the periodical stacks or the book stacks.

WORKSHEET #4

PERIODICAL INDEXES

1. Using Reader' Guide, Magazine Index, or Social Sciences Index, look for periodical articles on your topic. List at least three articles. If your topic is not listed in one of the indexes above, ask at the Reference Desk for other suggestions.

   Index title_____

   Author of article_____

   Magazine or journal title_____

   Volume_____, page_____, date_____

   Index title_____

   Author of article_____

   Magazine or journal title_____

   Volume_____, page_____, date_____

   Index title_____

   Author of article_____

   Magazine or journal title_____

   Volume_____, page_____, date_____

2. Using the periodical print-out, where can you find the above journals or magazines in the library?

   Journal or magazine title_____

   Location_____

   Journal or magazine title_____

   Location_____

   Journal or magazine title_____

   Location_____

PART 5

USING A NEWSPAPER INDEX

Although newspapers are also periodicals, they usually are not included in the indexes you have just learned to use. Most of the major newspapers have their own indexes, which index only articles from those particular newspapers and nothing else. Some of the major newspaper indexes we have in the Reference Room are:

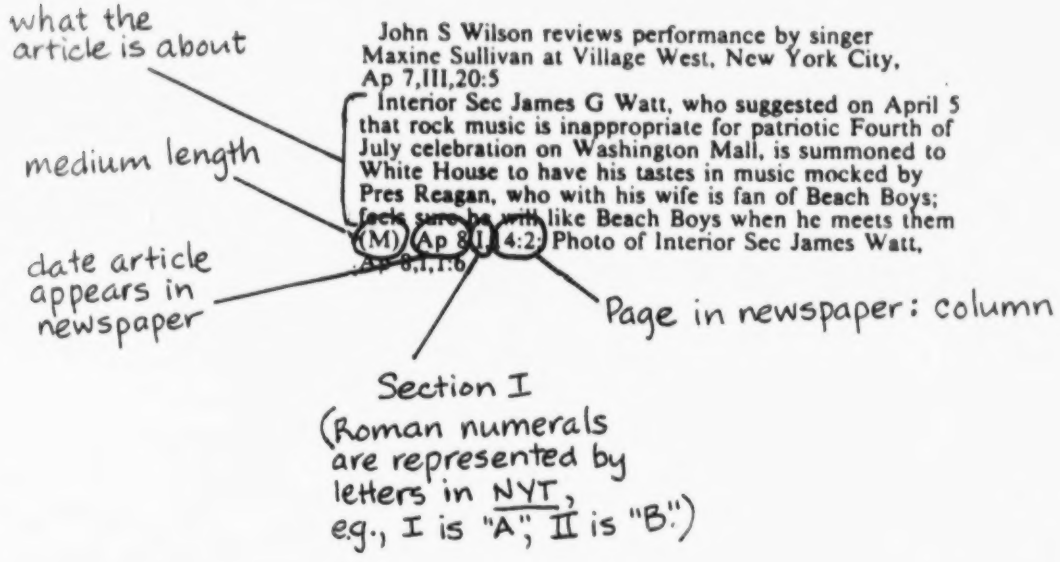
New York Times Index, 1851+

Washington Post Index, 1971+

Chicago Tribune Index, 1972+

New Orleans Times-Picayune Index, 1972+

Since most of these indexes work in much the same way, we'll use the New York Times Index for April, 1983 as an example. Here are two entries under the heading, "MUSIC - Concerts and Recitals."


what the article is about
medium length
date article appears in newspaper
John S Wilson reviews performance by singer Maxine Sullivan at Village West, New York City, Ap 7,III,20:5
Interior Sec James G Watt, who suggested on April 5 that rock music is inappropriate for patriotic Fourth of July celebration on Washington Mall, is summoned to White House to have his tastes in music mocked by Pres Reagan, who with his wife is fan of Beach Boys; feels sure he will like Beach Boys when he meets them (M) Ap 8,I,4:2- Photo of Interior Sec James Watt,
Ap 8,I,1:6
Page in newspaper: column
Section I
(Roman numerals are represented by letters in NYT, e.g., I is "A", II is "B.")

Just look up your topic as you would in the Readers' Guide. You will find not only the citation to the article, but also a brief description of its contents. Under each subject heading, the articles are listed chronologically, that is, in the order in which they appeared in the paper.

Most newspapers are kept on microfilm in the Microforms Room after they are approximately three months old. You should ask for them by date at the Reserve Desk.

Quite a few newspapers do not have their own indexes--for example, the Jackson Clarion-Ledger or the Memphis Commerical Appeal--but you can still find articles from them by using NewsBank. NewsBank clips articles from these newspapers and prints them on microfiche cards. If you want to use NewsBank, ask for it at the Reserve Desk downstairs.

WORKSHEET #5

USING A NEWSPAPER INDEX

1. On table 11 in the Reference Room, you will find several newspaper indexes. Using the New York Times Index, look for your subject. What is the date of the article_____,
   page_____, column_____.

2. Go to the Microforms Room and photocopy the article listed above.

A SMALL SAMPLING OF FILMS AVAILABLE ON VIDEOCASSETTE

AT THE RESERVE DESK

Coal Miner's Daughter ML420.L947C6

Ballet with Edward Villella GV1787.B32x

Barn Burning PS3511.A86B37

The Bear PS3511.A86B415x

Norma Rae PN1995.9.S62N67

Civil Rights Movement - Mississippi Summer Project E185.93.M6C58

Birth of a Nation PN1997.B568x

Give My Poor Heart Ease: Mississippi Delta Bluesmen
ML3561.B63G5

The Great Dictator PN1997G74

Citizen Kane PS3545E522C58

Entr'acte PN1997.E58

Deliverance PN1997.D43

The Eagle has Landed: The Flight of Apollo 11 TL789.8U6A53

Smokey and the Bandit PN1995.6.C55S56

To Kill a Mockingbird PS3523.E3347T62

The Third Man PN1997.G693

William Faulkner: A Life on Paper PS3511A86Z9853613

My Man Godfrey PN1995.9.C55M9

Nanook of the North E99.E7N3

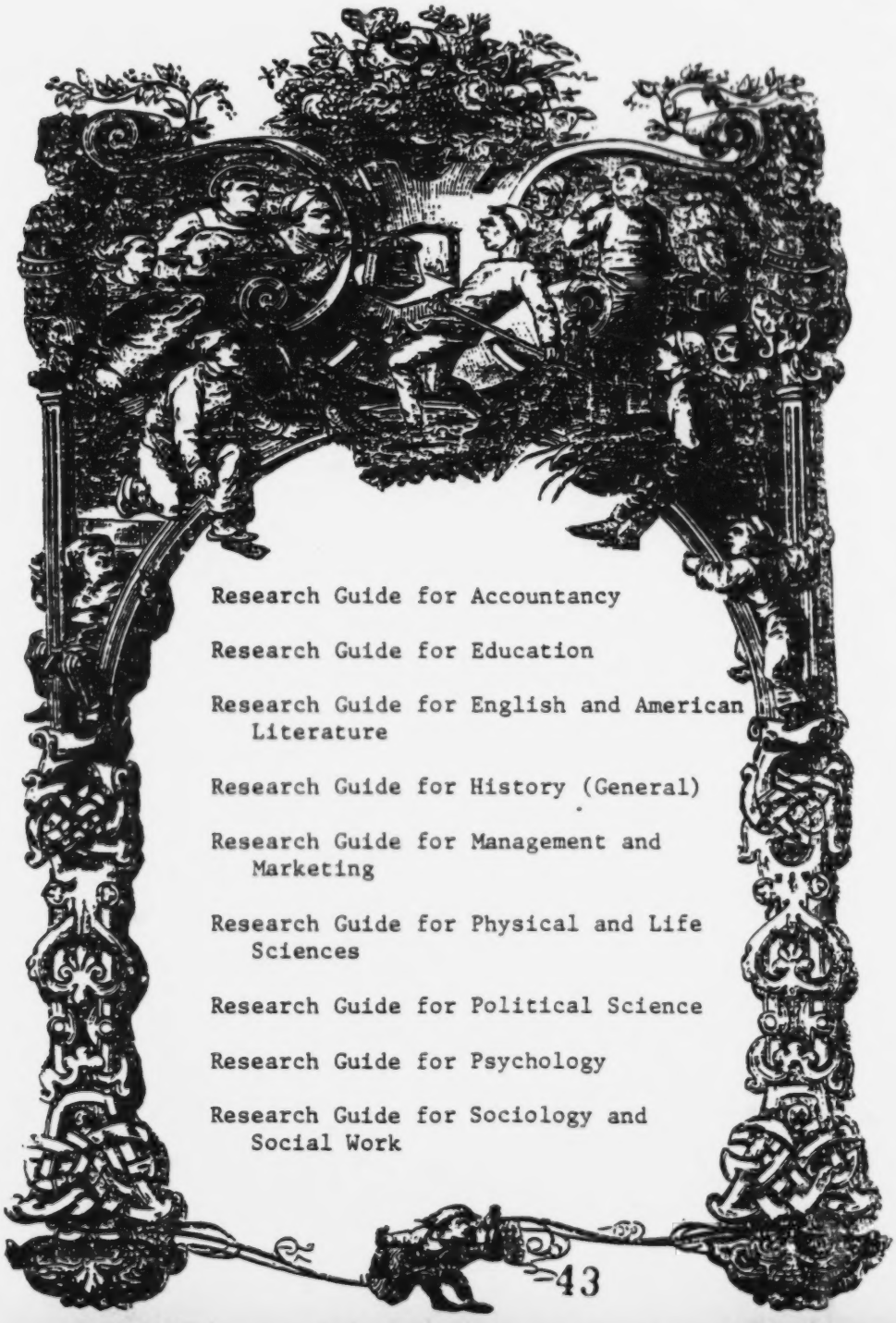
Smokey and the Bandit II PN1995.6.C55.S562

CPR: For the Sake of Life RC87.C66

(Most of Shakespeare's plays are also on videocassette.)

RESEARCH GUIDES

Subject research guides are available at the reference desk of the library. The research guides provide an introduction to basic sources of information on a specific subject or discipline. Some examples are below.



Research Guide for Accountancy

Research Guide for Education

Research Guide for English and American Literature

Research Guide for History (General)

Research Guide for Management and Marketing

Research Guide for Physical and Life Sciences

Research Guide for Political Science

Research Guide for Psychology

Research Guide for Sociology and Social Work

LIBRARY HOURS

GENERAL LIBRARY & RESERVE/MICROFORMS

Monday thru Thursday	8:00 AM - 11:00 PM
(Reserve)	(7:30 AM - Midnight)
Friday	8:00 AM - 10:00 PM
(Reserve)	(7:30 AM - 10:00 PM)
Saturday	10:00 AM - 6:00 PM
(Reserve)	(10:00 AM - 10:00 PM)
Sunday	1:00 PM - 11:00 PM
(Reserve)	(1:00 PM - Midnight)

REFERENCE ASSISTANCE

Monday thru Thursday	8:15 AM - 9:45 PM
Friday	8:15 AM - 4:45 PM
Saturday	11:00 AM - 4:00 PM
Sunday	2:00 PM - 9:45 PM

GOVERNMENT DOCUMENTS

Monday	8:00 AM - 8:00 PM
Tuesday thru Friday	8:00 AM - 4:30 PM
Saturday	10:00 AM - 12:00 Noon
Sunday	CLOSED

ARCHIVES & SPECIAL COLLECTIONS

Monday thru Friday	8:30 AM - 5:00 PM
Saturday	10:00 AM - 4:00 PM
Sunday	CLOSED